



CITY-COUNTY FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

SECTION I: GENERAL PROVISIONS

1. No work of any kind may start until a permit is issued.
2. The permit may be revoked if any false statements are made herein.
3. If revoked, all work must cease until permit is re-issued.
4. Development shall not be used or occupied until Final Approval is issued.
5. The permit will expire if no work is commenced within six months of issuance.
6. Applicant is hereby informed that other permits may be required to fulfill local, state, and federal regulatory requirements.
7. Applicant gives consent to the Floodplain Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. For activities requiring site plan or plat approval the application is submitted to the City/County Planning Department.
9. For activities involving single family or two family development on a lot of record, temporary uses, or demolition not requiring site plan approval, the application is submitted to the City/County Building Inspections Department.
10. For other activities the application is submitted to the City of Durham Public Works Department or County Engineering as applicable.

SECTION 2: PROJECT INFORMATION (To be completed by APPLICANT)

SITE INFORMATION

To avoid delay in processing the application, please provide enough information to easily identify the project location. Attach additional sheets if necessary.

STREET ADDRESS _____

PIN _____,
FEMA COMMUNITY NUMBER _____,
FIRM PANEL NUMBER(S) _____,
FIRM EFFECTIVE DATE _____.
BASE FLOOD ELEVATION(S) _____(NAVD1988).

The permit application must be accompanied by a certified drawing sealed by a licensed Professional Engineer or Professional Land Surveyor registered in the State of North Carolina that shows the location of all FEMA floodplain boundaries, existing structures, water bodies, adjacent roads, lot dimensions, surveyed location of Base Flood Elevations, and proposed development.

IS DRAWING ATTACHED? YES NO

OWNER'S NAME: _____
MAILING ADDRESS: _____
TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____
BUILDER'S NAME: _____
MAILING ADDRESS: _____
TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____
ENGINEER'S NAME: _____
MAILING ADDRESS: _____
TELEPHONE NUMBER: _____ EMAIL ADDRESS: _____

DESCRIPTION OF WORK (Check all applicable boxes)

A. STRUCTURAL DEVELOPMENT

<u>ACTIVITY</u>	<u>STRUCTURE TYPE</u>
<input type="checkbox"/> New Structure	<input type="checkbox"/> Residential (1-4 Family)
<input type="checkbox"/> Addition	<input type="checkbox"/> Residential (More than 4 Family)
<input type="checkbox"/> Alteration	<input type="checkbox"/> Non-residential (Floodproofing? <input type="checkbox"/> Yes)
<input type="checkbox"/> Relocation	<input type="checkbox"/> Combined Use (Residential & Commercial)
<input type="checkbox"/> Demolition	<input type="checkbox"/> Manufactured (Mobile) Home (In Manufactured
<input type="checkbox"/> Replacement	Home Park? <input type="checkbox"/> Yes)

ESTIMATED COST OF PROJECT \$ _____

B. OTHER DEVELOPMENT ACTIVITIES

- Clearing Fill Mining Drilling Grading
- Excavation (Except for Structural Development Checked Above)
- Watercourse Alteration (Including Dredging and Channel Modifications)
- Drainage Improvements (Including Culvert Work)
- Road, Street or Bridge Construction
- Subdivision (New or Expansion)
- Individual Water or Sewer System
- Other (Please specify) _____

IS THE DEVELOPMENT LOCATED IN THE FEMA REGULATED FLOODPLAIN?

YES NO

If yes, complete Section 3.

CERTIFICATION

As the applicant I certify that I am either the owner or authorized agent of the owner and that all statements herein and in attachments to this application are, to the best of my knowledge, true and accurate.

PRINT APPLICANT'S NAME _____
 APPLICANT'S SIGNATURE _____ DATE _____

SECTION 3: ADDITIONAL INFORMATION (To be completed by APPLICANT)

If the proposed development is located in a Special Flood Hazard Area the applicant must submit the documents as noted below before the application can be processed:

- θ Development plans, drawn to scale, and specifications, including where applicable: details for anchoring structures, proposed elevation of lowest floor (including basement), types of water-resistant materials used below the first floor, details of floodproofing of utilities located below the first floor, and details of enclosures below the first floor. **(Required for structural development activities.)**
- θ Completed Floodplain Building application **(Required for building permit requests involving structures.)**
- θ A copy of all data and hydraulic/hydrologic calculations used to determine the base flood elevation and floodway limits. **(Required for proposed development of properties that exceeds 50 lots or 5 acres, whichever is the lesser, and there is unnumbered A Zone on the property.)**
- θ A copy of all data and hydraulic/hydrologic calculations used to determine the floodway limits. **(Required for proposed development in the floodplain where base flood elevations are established but no floodway or non-encroachment areas are determined.)**
- θ Plans showing the extent of watercourse relocation and/or landform alterations. **(As applicable)**
- θ Change in water elevation (in feet) _____
Meets ordinance limits on elevation increases: θYES θ NO
(Required for proposed encroachments to a floodway or non-encroachment area.)
- θ Top of new compacted fill elevation _____ ft.(NAVD1988).
(Required for development involving fill in the floodplain.)
- θ Floodproofing protection level (non-residential only) _____ft.(NAVD1988).
Applicant must attach certification from registered engineer or architect.
(Required for floodproofed structures.)
- θ Certification from a registered engineer that the proposed activity in a regulatory floodway will not result in any increase in the height of the regulatory flood event, or conditional approval issued by FEMA via a Conditional Letter of Map Revision (CLOMR) for the proposed activity. A copy of all data and hydraulic/hydrologic calculations supporting this finding must also be submitted. **(Required for proposed encroachments to a floodway or non-encroachment area.)**

SECTION 4: APPLICATION DETERMINATION (To be completed by FLOODPLAIN ADMINISTRATOR or designee)

The Project Site:

- θ Is NOT located in a Special Flood Hazard Area (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).

- θ Is partially located in the SFHA, but building/development is not. (Notify the applicant that the application review is complete and NO FLOODPLAIN DEVELOPMENT PERMIT IS REQUIRED).

- θ Is located in a Special Flood Hazard Area
 FIRM zone designation is _____.
 Regulatory Base Flood Elevation at the site is: _____ ft. (NAVD1988)

- θ Is located in the floodway or non-encroachment area.

SIGNED _____ DATE _____
Name Title

SECTION 5: PERMIT DETERMINATION (To be completed by FLOODPLAIN ADMINISTRATOR or designee)

I have determined that the proposed activity: θ Is θ Is not in conformance with provisions of the Local Floodplain and Flood Damage Protection Standards. The floodplain development permit is issued subject to the following conditions:

SIGNED _____ DATE _____
Name Title

If application is approved, the Floodplain Administrator or designee may issue a Floodplain Development Permit upon payment of designated fee.
If application is not approved, the Floodplain Administrator or designee will provide a written summary of deficiencies and/or additional information that is required. Applicant may revise and resubmit an application or may request a meeting with the Floodplain Administrator.

SECTION 6: AS-BUILT ELEVATIONS (To be submitted by APPLICANT before Final Approval is issued)

The following information must be provided for structures that are part of this application. This As-built elevation data must be certified by a registered professional engineer or a licensed land surveyor (or attach a certification to this application). Complete 1 and 2 below.

1. Actual (As-Built) Elevation of the top of the lowest floor, including basement, bottom of lowest horizontal structural member of the lowest floor, excluding piling(s) and columns) is: _____ ft. (NAVD1988).
2. Actual (As-Built) Elevation of floodproofing protection is _____ ft. (NAVD1988)

SECTION 7: COMPLIANCE ACTION (To be completed by FLOODPLAIN ADMINISTRATOR or designee)

The **FLOODPLAIN ADMINISTRATOR or designee** will complete this section as applicable based on inspection of the project or evaluation of as-built conditions to ensure compliance with the community's local law for flood damage prevention.

INSPECTIONS

DATE _____	BY _____	DEFICIENCIES?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE _____	BY _____	DEFICIENCIES?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE _____	BY _____	DEFICIENCIES?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

INSPECTIONS OR PERMIT CONDITIONS TRACKING NOTES

SECTION 8: FINAL APPROVAL (To be completed by FLOODPLAIN ADMINISTRATOR or designee)

Final Approval issued:

SIGNED _____ DATE _____
Name Title